



John Ehret High School
4300 Patriot Ave.
Marrero, Louisiana 70072

Gerod K. Macon, Ed.D. Principal/Head of School

First Day Student Schedules & Procedures

1. *Establish meaningful relationships and present/discuss academic and behavior expectations to students. Please begin implementing policies and procedures and practice them.*
2. Official lesson plans and assessments are due on August 21, 2017 to your department head. More information to come...
3. We will not mark tardies on day 1 and day 2. Plan to document tardies beginning Monday.
4. Advisory teachers pick up Purple Advisory folders in Attendance Office after signing in until August 18, 2017. This will be the official mode of distribution of documents from the office to students and from students to the office. **Administrators will retrieve folders during 2nd period.**
5. Only students that are on your Advisory class roster are allowed to enter your classroom and stay in your classroom during Advisory.
6. During Advisory, distribute student schedules **even if students come in with their schedules from Orientation.** Keep absent student schedules in the purple Advisory folder.
7. If there is an error on the student's schedule, *the student must complete a Schedule Change/Corrections Request Form and report to their counselor during lunch on the designated days listed below.* Please explain that schedules will only be changed for legitimate reasons which are listed on the form.
 - a. Seniors – Monday, August 14, 2017
 - b. Juniors – Tuesday, August 15, 2017
 - c. Sophomores – Wednesday, August 16, 2017
 - d. Freshmen – Thursday, August 17, 2017
8. If there is a gap period (no class during a period) in the student's schedule, the student is to report to the Curriculum Office (building 900) during the **GAP PERIOD.**
9. If a student has 2 classes at the same period, the student is to report to the Curriculum Office during the period that he/she has 2 classes.
10. Do **NOT ALLOW** students to leave your class to report a schedule error or discuss his/her schedule concerns/issues with a counselor or administrator.

11. Emergency Cards – Please express to students the importance of returning their emergency card with ***parent signature*** by Monday, August 14, 2017. Students who do not have a completed card will not be allowed to check out of school as per state and parish policy. The advisory classes that have 100% of their emergency cards returned by Monday will be rewarded (turn in ALL cards as a group on Monday).
12. Students without schedules are to report to **MP200**.

ATTENDANCE

ATTENDANCE MUST BE TAKEN IN J-CAMPUS ON 1ST DAY OF SCHOOL AND EVERYDAY THEREAFTER. DO NOT MARK STUDENTS AS NO SHOW. Teachers who have an Advisory period (1st) will pick up Advisory folder in attendance at sign in every morning. Each day there will be a roster sheet for students to sign for the 1st period of the day (1st period when we have it; usually 2nd period).

***Attendance must be taken in the first 15 minutes of each class.** Starting on Monday, students who come in after the tardy bell should be marked tardy in JCampus. To prevent having to stop your lesson, a good practice may be to have a tardy sign in sheet. This way you can enter a tardy at your earliest convenience and indicate a time of arrival for the student.

You will also have a printout of each of your classes on the first day for your own purposes. It is available in JCampus, but some of you still do not have access to JCampus.

GOLDENROD PAPER

Please prepare your expectations (academic and behavioral), makeup policies, tardies, and course requirements on the goldenrod paper provided. Turn in a copy to Ms. Nguyen for record keeping purposes by Friday, August 18, 2017. We have created a wiki site to access various templates and documents. Please visit www.jehscollaboration1718.wikispaces.com it is a work in progress, but there is a lesson plan template and a policies and procedures template available.